PRIM: Pretrial Release Information Management System

Kentucky Pretrial Services

PRIM

Technical Guide

2016

Our thanks to the committee for their work:

Michael Thacker

Christina Taylor

Jeanette Smith

Samantha Ravenscroft

Lori Sites

Amy Gamble

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WARNING: Do not use the *Foundational Framework to PRIM* and the *PRIM Technical Guide* located under the reports tab in PRIM. These documents are dated and do not contain current information.

NOTE: Information in PRIM will not be saved unless you click the "next" button on each screen. Clicking "cancel" will not save information.

PRIM Technical Guide

PRETRIAL RELEASE INFORMATION MANAGEMENT (PRIM)

PRIM is the official case management system for Pretrial Services. Data entered into PRIM is updated in real time and allows Pretrial Officers statewide to instantly view and edit the information. It is critically important to document accurate information in PRIM in order to assist the court in making informed release decisions. Any missing, incomplete, or inaccurate documentation in PRIM could hinder the court's ability to make an informed decision.

BEGINNING THE PRETRIAL PROCESS

Before beginning the interview, it is required that all record checks are completed in order to 1) complete the risk assessment and 2) have a working knowledge of anything that may impact link options.

RUNNING RECORDS

All defendants interviewed must have a complete CourtNet, DOT, and NCIC criminal history investigation conducted. Defendants charged with domestic violence must have a LINK (Law Information Network of Kentucky) history conducted for both active and historical cases. LINK information is available in NCIC and CourtNet.

- **CourtNet:** The Kentucky criminal court history. It includes both civil and criminal court records. Information is entered into KyCourts II by clerks then compiled into the Courtnet report electronically.

- **NCIC:** National Crime Information Center. This database is governed by the FBI and maintained by the Kentucky State Police (KSP). It includes arrest information on persons who have been fingerprinted and also includes some driving status and history information through NLETS (National Law Enforcement Telecommunications System); however, not all states contribute to

NLETS. KSP has strict rules on how NCIC information can be viewed and disseminated. Staff must refer to the user agreement for further information.

- **DOT:** The Kentucky Department of Transportation driving history and status record. The information is obtained through the NCIC database. However, the NCIC dissemination policies do not apply to these records.

- **LINK:** Law Information Network of Kentucky. LINK contains Kentucky domestic violence protective order records. The information is obtained through the NCIC database or CourtNet.

- **Criminal juvenile records:** Criminal juvenile records are considered confidential and Pretrial Services does not have access to them, however all judges and prosecutors do. The confidentiality rule does not apply to traffic offenses in CourtNet for 16 and 17-year olds.

* In the event of technical problems or a system malfunction, consult the Training and Resource Guide for relevant policies and the procedures.

CREATING A NEW FILE:

1. Determine whether the defendant has been placed in custody on a new charge/case/arrest or if the person was transported from another county jail. To determine if the defendant came from another jail: check the arrest location on the citation.

2. If the defendant has been transported from another jail: use the person criteria search under the person tab to locate the original file and edit the existing file. The holding county will need to be changed on the Permission to Interview screen to reflect the correct jail.

3. For all other defendants: click "Create New File" on the tool bar of the "Interview Search" Screen.

Entering Defendants Identifying Information:

1. After clicking "Create New File" enter the defendant's last name and first name. A date of birth and/or social security number can be entered to narrow your search results.
2. If the defendant's identifying information has ever been entered into PRIM, the personal identification information will appear after clicking the "search" key.
3. If the information is correct, click "next" to enter the case information. If there are multiple files of the same defendant choose the most recent, which must be after July 1, 2013 due to implementation of the new Risk Assessment instrument.

4. If the defendant's information is not in PRIM or if the results returned do not match the defendant's information: click "Create New Participant." After clicking this tab, the Case Information Screen will appear.

Case Information Screen:

1. Enter the Last Name, First Name, Middle Name, Date of birth.

2. Social Security Number, Driver's License Number: This information will automatically update the same fields on the Person Information screen and will allow the assessors to have this information when it goes to the Risk Assessment Queue.

3. Arrest Date: Enter the arrest date from the arrest citation.

4. Booking Date and Time: Enter the date the defendant was booked into the jail using the official jail record (Booking Sheet, Jail Tracker, etc.); this date can be different than the arrest date. PRIM will automatically default to the current time; therefore, you must manually enter the correct time and date from the jail record. The time entered into PRIM must be military time.

5. Judge: Select the appropriate judge's name from list if known or choose "Administrative Release by Pretrial Services, "if the defendant is eligible for administrative release (see resource guide for Supreme Court order for administrative release).

6. Charge County**:** Enter the charge county. This is in the *court location* section of the citation.   8.

7. Case Number**:** This is a **mandatory** entry. If the case number is not available, initially, it should be entered once the case has been created by the Circuit Court Clerk's Office. It is important that the case number entered into PRIM matches that created by the Clerk's Office. As such, The case number field on the Case Information screen forces correct entry of the case number. The first field will hold the first two digits of the case number. The second case number field has a drop down that only includes legitimate case styles used by the clerk. The third case number field contains numbers assigned by the clerk to identify the case and the final field allow for "trailer numbers" to be entered. Trailers on case numbers indicates one case with more than one defendant. For example, a burglary charge may have two defendants arrested on the case. One defendant's case may be styled as 19-F-220-001 and the other would be styled 19-F-220-002.

8. Bond on Warrant: Optional

9. Assessment Due Date: Assessment due dates and times in PRIM are determined by each jurisdiction's individual call time/court time. A defendant's assessment due date and time must

be entered for 30 minutes prior to the next call time or court appearance for the appropriate Judicial/Trial Commissioner review of bail.

The interview must be submitted to the queue a minimum of 2 hours prior to the Assessment Due Date and Time on weekdays (Mon-Friday).
The interview must be submitted to the queue a minimum of 3 hours prior to the Assessment Due Date and Time on weekends (Sat-Sun) and state holidays.

If an interview is unable to meet these guidelines, the entering Pretrial Officer MUST document the reason in the interview memo section.

If a judge does not have a specific call time but rather a 'call window,' the due date should be entered 30 minutes prior to the latest time of the call window or 30 minutes before the end of the PTO's shift. For example, if the judge allows a call anytime between 4 PM – 7 PM, the due time would be 6:30 PM. If the PTO's shift ends at 6 PM, then 5:30 PM would be entered as the due time. Note, the 2 / 3-hour rule still applies.

If the interview is a Posted Prior, or it is a Circuit Case and the Circuit Judge does not take calls (and thus the 24 hour Rule / Circuit Call Schedule applies), then the due time should be left at the default on new interviews, i.e., 24 hours in the future, or if it is an added charge to an existing interview, set at 24 hours in the future.
Careful attention should be made to adjust the due time accordingly if requesting a reassessment, and not let the current due time displayed stay as is.

In the current version of PRIM, all due times need to be entered as Eastern Time.

• **Note:** If your judge call time is 9 AM, then you must enter the file in PRIM at least by 6 AM. However, if you enter the file at 5 AM, do not put your due date as 8 AM because you think you should get it back in 3 hours. You are required to put in your call time as the due date, which would be 8:30 AM, 30 minutes prior to the judge call. Domestic Violence: Check this box if the case meets the criteria of a domestic violence charge and the two screening questions which must be answered will then be available on your screen.

10. AR Eligible- There is a drop-down box in which a selection must be made. If the defendant is eligible by charge and no other exclusions exist, mark the file as "possible AR" until the risk assessment is complete. If the defendant's risk level is low or moderate, change it to "AR eligible." If the defendant's risk level is high, choose "risk score" but choose this only if other options above "risk score" on the drop-down do not apply. Only one option can be chosen, so select the first option that applies even though multiple reasons may apply.

NOTE: Staff entering the citation shall be responsible for selecting correct option.

Link Options:

Link Options provide the ability to identify cases as a new crime while on pretrial release, a failure to appear bench warrant, a non-compliance warrant, an indictment, or a violation of conditions of release. If identified as such, link the case to the original file.

- Arrested on a new offense while case is pending: Choose this option when a defendant is charged with alleged new criminal activity and he/she has a pending misdemeanor or felony case

- FTA: The charges entered in PRIM should reflect the underlying charge or charges. Choose this option when a defendant is arrested on a bench warrant for a pretrial failure to appear

- Indictment: Choose this option when a defendant is arrested on an indictment warrant

- Non-compliance: Choose this option when a defendant is arrested on a warrant for a post-trial non-compliance (excluding non-payment of fines or probation violation)

- Violations of conditions of release: Choose this option when a defendant is arrested on a warrant for violating conditions of pretrial release

Once the applicable link option is selected click on "Original Case ID" to search for an original file. Until the search is completed the text "None" will be displayed. Once the search screen appears, the defendant's last name and first name will be pre-filled. The Case ID search may be conducted by date of birth, SSN, and case number (if known). However, if the previous file has a typo in these identifiers or the case number was entered in a different format, the search results will not appear. If the search does not return any results, click on "No Case Found". "No Case Found" will be displayed.

If the search displays results, the appropriate case to link can be determined by reviewing the search results (which will include the charge date and charge county) in the preview pane. Once the appropriate case is found double click on the case to be directed back to the case information screen. A case ID number will be displayed indicating that the current file is properly linked to the original file. For link options FTA and Arrested on a new offense you must click on the case ID number (underlined in blue) to be redirected to the original file so that the appropriate event can be entered. A pop-up window will appear that says, "you will be transferred to the original interview to add an event". Click OK to proceed then enter the appropriate event. If no case number is available, then further investigation to identify the correct case is required by the Pretrial Officer. A defendant may have more than one case that could be linked. (See Pretrial Training and Resource Guide)

Arrested on a New Offense

If the defendant was arrested on a new offense, determine if the new charge impacted public safety by referring to the Public Safety Offenses list in SharePoint. If the new charge is on the list, document in PRIM by using "Arrested on New Offense/Public Safety." If the new charge is not found on the list and does not impact public safety, simply document in PRIM by using "Arrested on New Offense." This

requires a response of "yes" on question four in the Risk Assessment. Choose "confirmed" as the status and "awaiting decision" as the outcome on all defendants. Once a decision has been made concerning the new arrest, indicate that decision by choosing "bail revoked," "change in conditions" or "no action by court" based on the court's decision. Do not use the status of "pending action."

Regardless of the type of release, it is the Pretrial Officer's responsibility to notify the charge county Pretrial Office (where the charge originates) and inform them that the defendant was arrested in another jurisdiction. It is the responsibility of the charge county Pretrial Office to document the outcome in PRIM once their court has rendered a decision.

FTA (failure to appear):

Pretrial FTA is a failure to appear on a pending case prior to disposition. For Pretrial to count a FTA, the defendant's absence must be willful. Once the original file has been located review court date entries to confirm that the FTA was documented correctly or not documented at all. If the court date information has been entered and the status has been updated with the failure to appear, double click the court date entry to access the Court Date Details screen. Go to "Warrant Details" and select the appropriate warrant outcome. If the memo box indicates a Pretrial Officer has attempted contact with the defendant, select "Pretrial Intervention" from the drop down, and enter the date and time the warrant was served. If no documentation exists select "Served" and enter the date and time the warrant was served. If the court date or FTA information was not documented properly add the court date and time in which the defendant failed to appear with a status of "FTA/nonfinancial" or "FTA/Financial".

If the bench warrant is for FTA in Circuit Court and the original file only has the District Court (F) case:

- Add the Circuit case to the original file.

- Enter bond and date posted for the circuit case as reflected in Courtnet or KyCourts II memo.

- Release the defendant from PRIM using the date the bond was posted on the Circuit case.

- Add the Circuit Court date and time that the FTA occurred in PRIM.

- Update the FTA information in the Court Date Details Screen as described above.

Indictment:

If a defendant has been arrested on an indictment warrant, select this option. If the indictment was based on the district court case that was held or waived to the Grand Jury, an existing file from the district court case will be in PRIM. Link this case.

If the defendant is still in custody unable to make bail on the district case, LINK the circuit case to the district case on the same file.

In the case of a direct indictment from which there is no district case, LINK as "no case found."

For defendants still in custody, edit the existing file and add the circuit case which includes the charges listed on the indictment and LINK.

When a defendant is arrested on an indictment warrant that contains multiple district court "F" cases, the new circuit case can only be linked to one of the district cases. Link the indictment to the most serious "F" case. If the cases are equally serious then it does not matter which case is linked.

Violations of Conditions of Release
Select this option if a defendant has been arrested on a warrant for violating his/her conditions of pretrial release (regardless of whether the defendant is being supervised by Pretrial Services). If the warrant was issued by another county, then you shall contact the appropriate Pretrial Office.   Search for the original case and link it as a "violation of conditions of release".

Non-Compliance:
Select this option if a defendant is arrested on a warrant for a post-trial non-compliance issue (excluding non-payment of fines and probation violations). Examples of post-trial non-compliance are the defendant's failure to do the following: pay restitution, complete alcohol/drug education (ADE), attend anger management classes, etc. (Refer to your local procedures and the Pretrial Training and Resource Guide)

Case Information Screen/Charge List:
To enter charges into Case Information screen:

1. Click "Add" and search using the violation code. Refer to local protocol if no code exists or if the code does not match the charge. A word search can be conducted as follows: a defendant is charged with "Disorderly Conduct", search for charges with the word "disorderly" in it.

2. Choose the correct charge and click on "Add" to the left of the charge. The new charge should appear in the viewing pane of the charge information section.

3. If there are multiple charges to enter, clear the "violation code" field or the "description contains" field and search again.

4. If a charge was entered that should not have been, it can be removed after returning to the Case Information Screen. On the Charge List find the "Remove" button, highlight the case entered by mistake and click "Remove."

5. Once all charges have been entered, click "Add" at the bottom of the screen. A prompt will appear that reads: "Would you like to set the citation number on all charges?"

6. If all charges are on the same citation, click "yes" and enter the citation number that contains the charges. The citation number can be found in the lower right section of the citation.

7. The citation number consists of a two-digit year and a letter followed by seven digits. However, when entering the citation number, use a single digit year. For example, 9K1234562, the "9"

indicates that the arrest occurred in the year 2009. In 2010, it would be entered as 0K1234562; in 2011, as 1K1234562, etc.

8. If there are multiple citation numbers to enter, enter them separately by clicking on each individual case on the Case Information Screen.
    If there are multiple counts in the citation for the same offense, double click on the charge and enter the number of counts.

9. ***In the event of a warrant for FTA, enter the case number only.*** The reason for this is that once a warrant is served for FTA, the officer will fill out a new citation. The citation number from the FTA warrant and the citation number from the initial charge will not match so when KYCourts and PRIM communicate, they cannot make the connection. The case number will be the common identifier in these instances.

10. When entering inchoate offenses refer to the box the box next to the violation code labeled "ASCF" on the citation (1, 2, 3, 4 or 5). This number will replace the extra 0 which is added at the end of the violation code when entering the codes in PRIM. Unless the "ASCF" number is entered after the violation code, the charge will not be correct.

11. Even though an enhanced charge is not considered an inchoate offense, these charges will have an ASCF number of "6" to indicate the enhancement

NOTE: When dealing with inchoate or enhances charges, refer to statute that corresponds to charge to see if/how the enhancement will affect the class level of the current charge.

Upon completion of the Case Information Screen, upon clicking the "next" button, your will be prompted to send the interview to the RA Queue. If you answer YES, the interview will enter the queue for an assessor. If you are missing charging documents and/or identifiers (that would prohibit the completion

assessment), you may choose NO and the interview will advance to the next screen without being sent to the RA queue.

NOTE: Clicking FINISH at the end of the interview will also send the interview to the Risk Assessment Queue. Failure to send interview to the RA queue by clicking YES when prompted or not properly finishing the interview will result in the interview remaining in "Interview Pending Status." 24-hour violations may occur as a result (see searches on p. __ to assure no interviews are in pending status. Specifically, "Interview Pending Status" should be checked several times per shift to avoid 24-hour violations.

NOTE: *For purposes of risk assessment, a pending case may not always be a re-arrest for the purpose of outcome reporting (see question four of the risk assessment for further detail). The assessment is independent of the linking and re-arrest/FTA procedures and should not be confused with actual application of the risk assessment.*

RISK ASSESSMENT (1) Current charge violent?   Yes/No

>Per the violent crimes list in SharePoint. All inchoate charges apply to this question. If a warrant for FTA or violation of conditions of release has been served, use the underlying charge when answering this question.

>**(1a) If the current charge is violent, defendant is under 21 years old   Yes/No**
>Age of the defendant is calculated from the <u>date of arrest</u> and is auto filled based on the date of birth entered.

>**(2) Age at current arrest: 23 or older, 21 or 22, 20 or younger. Same** as above

>**(3) Is the defendant charged with a new offense while there is a pending case?   Yes/No**
>**Pending** case is defined as any felony or misdemeanor case in which final disposition has not yet occurred. This is counted regardless of how the defendant was released from jail (even if s/he was cited or a summons issued). If a defendant is arrested on a warrant for FTA only, this would be answered "No." If a defendant is arrested on a bench warrant for FTA and is also charged with a new offense, this would be answered "Yes." Bail Jumping charges are considered a new offense even if the charge stems from the pending case, however the re-arrest event is not entered. For re-assessment purposes, added charges placed on an incarcerated defendant are NOT considered a new offense unless the charge stems from alleged criminal activity while in jail such as an assault on a corrections officer or other inmate or contraband allegations.
>For misdemeanor diversion cases review CourtNet to verify if a plea was entered. If the defendant entered a guilty plea, the diversion case is not considered a pending case. If the defendant did not enter a plea, the case is considered a pending case. All circuit court felony diversion cases require a plea; therefore, those cases are not considered pending. Deferred Prosecution cases do not require a plea therefore, they are considered pending.   However, pending probation violation charges and contempt of court do not count as pending cases since they are post disposition. If "no" is selected, click on verification date to indicate no pending case was found. If "yes" is selected, enter the source, case number, verification date and file date. The memo can be used if additional record information needs to be listed.

>In the case of indictments, if there is another case pending that happened prior to the indictment

(CR case), it should be applied on the risk assessment as "arrested on new offense."

(4) Does the defendant have at least one prior misdemeanor conviction?   Yes/No
This is defined as having one or more misdemeanor conviction(s) on the defendant's record (there are no time limits). Criminal and traffic violations do not count as misdemeanors. Some traffic offenses such as DUI, Operating on Suspended License are misdemeanors or even felonies. Some misdemeanor cases have 'T' case numbers and all criminal violations have 'M' case numbers. When in doubt, consult the Kentucky State Police website at www.kentuckystatepolice.org.   If "no" is selected, click on verification date to indicate no prior misdemeanor conviction was found. If "yes" is selected, enter the source, case number of the most recent conviction, verification date and conviction date. The memo can be used if additional record information needs to be listed.

(5) Does the defendant have at least one prior felony conviction?   Yes/No
This is defined as having one or more felony conviction(s) (there are no time limits). Be careful to distinguish between misdemeanor and felonies. In order for someone to be convicted of a felony the case must have been in Circuit Court (CR case number) and have a disposition of guilty. If the defendant is sentenced to a length of time in months under a 'CR' case number, further investigation is required to determine if the defendant was convicted of a felony or a misdemeanor. KyCourts II calculates time served in values of years, months, days and hours. A felony or misdemeanor sentence may be broken down into years, months, days and hours to allow the deputy clerks to properly give credit for time served. Therefore, you will need to view the case history to determine if the sentence was due to a felony conviction with credit for time served or if the charge was amended to a misdemeanor. CourtNet records must be examined closely.   If "no" is selected, click on verification date to indicate no prior felony conviction was found. If "yes" is selected, enter the source, case number of the most recent conviction, verification date and conviction date. The memo can be used if additional record information needs to be listed.

(6) Number of failures to appear in the past two years: 0, 1, 2 or more
Count the number of instances in which the defendant failed to appear (prior to disposition) within the past 2 years, from the interview date. Pretrial Services defines Failure to Appear (FTA) as a defendant willfully missing a scheduled court appearance prior to disposition of his/ her case regardless of the offense. Therefore, it is possible to have more than one FTA within the same case. Nonpayment of fines IS NOT considered a pretrial failure to appear, nor is any post disposition warrant.

An active bench warrant is defined as a warrant for failure to appear prior to disposition regardless of the level of offense. This includes the current charge if the defendant was arrested on a warrant for failure to appear prior to disposition. If a defendant has multiple FTAs on one (1) single court

day in the same county only one (1) failure to appear is counted. However, FTA's on the same court day in different counties are counted as one FTA for each county.

Although it often cannot be determined if a FTA was willful, the assumption is that the FTA was willful unless official records indicate otherwise. For example, a defendant may state he/she was in-custody on the date of the failure to appear; this will need to be confirmed through an official record.

If "0" is selected, click on verification date to indicate no failures to appear in the past two years was found. If "1" is selected, enter the source, case number of the failure to appear, verification date and FTA date. If "2" is selected, enter the source, case number of the most recent failure to appear, verification date and FTA date. Only two FTAs affect the risk assessment. Any FTAs over Page two do not have any further impact on the risk assessment. If judges want more information on FTAs than the two impacting the assessment, list these FTAs in the memo.

(7) Does the defendant have any failures to appear older than 2 years? Yes/No These are calculated from the interview date and time.

If "no" is selected, click on verification date to indicate no failures to appear older than two years was found. If "yes" is selected, enter the source, case number of the most recent failure to appear (older than two years), verification date and FTA date. The memo can be used if additional record information needs to be listed.

(8) Number of prior violent offense convictions: 0, 1-2, 3 or more
Count the number of convictions a defendant has that are violent as listed on the violent crimes list in PRIM. Violent crimes may be either a misdemeanor or a felony conviction, but the case must have a disposition of guilty.

If a defendant has multiple violent offense convictions on a single case, only one (1) is counted. If a defendant has multiple violent offenses under different cases with the same conviction date, each case is counted.

If "0" is selected, click on verification date to indicate no prior violent offense convictions were found. If "1" is selected, enter the source, case number of the violent offense conviction, verification date and conviction date. If "2" is selected, enter the source, case number of the most recent violent offense conviction, verification date and conviction date. Enter additional convictions in the memo. If "3 or more" is selected, enter the source, case number of the most recent violent offense conviction, verification date and conviction date. Only three violent offense convictions impact the risk assessment. Further convictions do not have any impact on the assessment. If judges want additional information beyond the three convictions impacting the assessment, enter the additional violent offense convictions in the memo.

(9) Does the defendant have at least one sentence to incarceration?   Yes/No
Incarceration is defined as the defendant having any prior sentence of 14 days or longer to jail or prison for a felony or misdemeanor case. Credit for pretrial detention, home incarceration, halfway houses and in-patient treatment facilities are not considered incarceration. The sentence to incarceration must have occurred when the defendant pled/found guilty or upon probation revocation.

Some defendants may be given a sentence that is conditionally discharged (CD). Conditional discharge is a form of probation in which a sentence has been imposed but the defendant is not required to report to probation officers or serve any time in custody as long as conditions of the discharge/probation are met. The full sentence may be reinstated upon a violation during the probationary period. The length of the probationary period can vary from jurisdiction to jurisdiction. Defendants sentenced to CD time may also be given credit for any time served. It is important to review the sentence to see if any additional time to serve was given in addition to the credit. For example, if the defendant was sentenced to 60 days jail, ten days credit for time served, 30 days conditionally discharged for two years would indicate the defendant had to serve twenty days and "yes" would be selected. However, if the defendant was sentenced to 60 days jail, conditionally discharged for two years with credit for time served, this would indicate the defendant did not serve any days after being sentenced and "no" would be selected.

If "no" is selected, click on verification date to indicate no sentence to incarceration was found. If "yes" is selected, enter the source, case number of the most recent sentence to incarceration and verification date. The memo can be used if additional record information needs to be listed.

(10) Does the defendant have three or more alcohol/substance abuse charges within the past five years?
Does the defendant have a criminal history of drug/alcohol abuse? This is defined as having three or more alcohol or drug related charges within the past five years. An alcohol or drug related offense is any charge that contains a reference to alcohol or a controlled substance. Multiple drug or alcohol charges on the same case count as one charge for the purpose of this question.   The current charge (if alcohol or substance abuse related) would apply for the purposes of this question.

OPTIONAL (based on local practices): If "no" is selected, click on verification date to indicate no alcohol/substance abuse arrests within five years were found. If "yes" is selected, enter the source, case number of the most recent alcohol/substance abuse charge within five years and verification date. Use the memo to document other two alcohol/substance abuse arrests.   NOTE: This question does not factor into the risk assessment score.

Risk Asst. Question	FTA Risk Scale	New Criminal Activity Risk Scale	Elevated Risk of Violence Scale
1.	Yes (0) No (0)	Yes (0) No (0)	Yes (2) No (0)

1(a) & 2	*23 or older (0), 21 or 22 (0),*	*23 or older (0), 21 or 22 (2),*	*23 or older (0), 21 or 22 (0),*

	20 or younger (0)	*20 or younger (2)*	*20 or younger (1)-For 2(a)*

3.	Yes (1) No (0)	*Yes (3)* No (0)	Yes (1) No (0)
4.	See Below**	Yes (1) No (0)	See Below**
5.	See Below**	Yes (1) No (0)	See Below**
6.	0 (0), 1 (2), 2 or more (4)	0 (0), 1 *(1), 2 or more (2)*	0(0), 1 (0), 2 or more(0)

7.	Yes (1) No (0)	Yes (0) No (0)	Yes (0) No (0)
8.	0 (0), 1-2 (0), 3 or more (0)	0 (0), 1-2 (1), 3 or more (2)	0(0), 1-2 (1), 3 or more (2)
9.	Yes (0) No (0)	*Yes (2)* No (0)	Yes (0) No (0)
Total Points	0-7	0-*13*	0-7

*Questions 1 and 1(a) are used for the elevated risk of violence scale ONLY. These questions are NOT used when calculating the overall risk score.

**The FTA risk scale and elevated risk of violence scale do not differentiate between a felony and a misdemeanor conviction. If the defendant has at least one prior conviction, regardless of level, one point is assigned. Therefore, on risk assessment questions 4 and 5 if there is a YES to either question, the scoring is 1 for both the FTA risk scale and the elevated risk of violence test scale. Even if there is a YES to both, the total score cannot exceed 1. PRIM is programmed to calculate this.

FTA Scale	_New Criminal Activity Scale_
0-1 = Low	0-3 = Low
2-5 = Moderate	4-8 = Moderate
6-7 = High	9-13 = High

PUBLIC SAFETY ASSESSMENT

Scales/Flag	Weighting
Failure to Appear Scale	
Pending Charge at the Time of the Offense	No = 0, Yes = 1
Prior Conviction	No = 0, Yes = 1
Prior Failure to Appear in Past 2 Years	0 = 0, 1 = 2, 2 or more = 4
Prior Failure to Appear Older Than 2 Years	No = 0, Yes = 1
	Low = 0-3 Moderate = 4-6 High = 7
New Criminal Activity Scale	
Age at Current Arrest	23 or older = 0, 21 or 22 = 2, 20 or younger = 2
Pending Charge at the Time of the Offense	No = 0, Yes = 3
Prior Misdemeanor Conviction	No = 0, Yes = 1
Prior Felony Conviction	No = 0, Yes = 1
Prior Violent Conviction	0 = 0, 1 = 1, 2 = 1, 3 or more = 2
Prior Failure to Appear in Past 2 Years	0 = 0, 1 = 1, 2 or more = 2
Prior Sentence to Incarceration	No = 0, Yes = 2
	Low = 0-4 Moderate = 5-8 High = 9-13
New Violent Criminal Activity Flag	
Current Violent Offense	No = 0, Yes = 2
Current Violent Offense & 20 Years Old or Younger	If Current Violent Offense = Yes AND Age at Current Arrest = 20 or younger then = 1, Otherwise = 0
Pending Charge at the Time of the Offense	No = 0, Yes = 1
Prior Conviction	No = 0, Yes = 1
Prior Violent Conviction	0 = 0, 1 = 1, 2 = 1, 3 or more = 2
	No Flag 0-4 Flag 5-7

NOTE: ***An Elevated Risk of Violence flag for scores that are a , 5, 6 or 7 on the scale will be displayed on the permission to interview screen, the recommendation screen, the pretrial report and the history report.

DOMESTIC VIOLENCE

Domestic Violence Screening Questions:

This section contains two record-related questions that require only yes or no answers. After each question has been answered click on "Next Question." If for any reason access to a previous question is needed, click on "Previous Question."

1. **Does the defendant have an active EPO or DVO?** A check of CourtNet (using type of case "domestic violence") and LINK should give the most reliable answer to this question.

2. **Has the defendant ever violated an EPO or DVO in the past?** A check of CourtNet and LINK should give the most reliable answer to this question. This includes civil violations for domestic violence from Family Court.

Temporary Interpersonal Protective Order:

Pretrial Officers will need to reference the Pretrial Training and Resource Guide for the revised definitions and the expansion of short-term protection orders which became effective January 1, 2016 (K.R.S.   403.715 to 403.785) The statute for a Temporary Interpersonal Protective Order (TIPO) (K.R.S. 456.030) may be filed by victims of dating violence/abuse, stalking, sexual assault or an adult on behalf of a victim who is a minor otherwise qualifying for relief. The petition may be filed in the victim's county of residence or a county where the victim has fled to escape dating violence/abuse, stalking, or sexual assault. All petitions requested, completed, and signed by persons seeking protection under this chapter shall be accepted and filed with the court

INITIAL CONTACT WITH THE DEFENDANT*

* All pretrial officers are required to notify the judge during presentation if a defendant was extradited from another state. This will require reviewing all arresting documents maintained by the jail. If it is not clear on the citation or in jail records you MUST ask the defendant if he or she was transported form another state and

document the defendant's response in the comments section of PRIM. The extradition process only applies to felony level cases.

1.   **Offer to interview:** When first coming into contact with a defendant, the Pretrial Officer should introduce him/herself and identify themselves. In those instances, in which a defendant has limited English proficiency (LEP), a phone interpreting service (Language Line) or a Kentucky Court of Justice (KCOJ) interpreter must be utilized.

2.   **Permission to Interview Form (PT-64): RCr 4.08(h):** Pursuant to RCr 4.08(h), Pretrial Officers must advise the defendant of the confidentiality of the interview/investigation and how the information collected may be

used. Prior to asking the defendant any questions, the Pretrial Officer must read or provide the defendant with the Permission to Interview Statement.

3. **Declining to interview:** A defendant cannot decline an interview/investigation through jail staff or other third party. The defendant must be asked directly by a Pretrial Officer if he or she wishes to be interviewed. If the defendant declines the interview/investigation, check "Declined to be interviewed after being advised" and have the defendant sign the appropriate line. Staff must also sign and date the form and enter the event "Attempt to Interview". No additional attempts to interview are required unless requested by the defendant, the defendant's counsel or by order of the court.

4. **Declining to sign:** If the defendant refuses to sign the Permission to Interview form after declining the interview check the box "defendant refused to sign." The Pretrial officer will sign and date the form as indicated. A signature from a witness must also be included (Jail staff or another Pretrial Officer).

Permission to Interview Screen:
On the Permission to Interview screen, select the appropriate "Interview Status":

1. **Accepted Interview:** Select "Accepted Interview" once permission to interview has been granted by the defendant.

2. **Declined Interview:** Select "Declined Interview" if the defendant declines the interview. Even if a defendant declines to be interviewed, Pretrial Services is still required to offer an Affidavit of Indigence where practical. (Refer to local OPM for instruction.).

3. **Posted bond prior to interview:** If a defendant is released prior to being interviewed select "Posted bond prior to interview."

   • Select Posted Bond Prior to Interview

   • Enter identifying information and charge information

   • Link if needed

   • Run records and Complete Risk Assessment

   • Enter bail information. Enter time of presentation as one minute after book-in time.

- If warrant use Judge's name listed on warrant
- When releasing the defendant from PRIM, use exact release date and time

4. **Unable to verify identity:** If a defendant's identity cannot be confirmed through official court records.

Holding county: Select the appropriate holding county for the defendant.

Investigation Type: This drop-down list contains two options: Full Investigation and Standard Investigation. Choose the appropriate one for your program.

Comment Box: The "Comment Box" is space to record relevant information the judge may need. The information typed into this box will be printed on the PT report and the history report.

Unresponsive: If a defendant does not respond when asked if s/he is willing to be interviewed by Pretrial Services, enter the Attempt to Interview event type with the status "unresponsive." The interview status will remain as "unknown". Further attempts shall be made to interview the defendant until s/he either accepts or declines to interview.

PERSON INFORMATION

Obtain and enter the following information from the defendant:

Social Security Number (SSN): If the defendant does not know his or her social security number, use the one listed on the arrest citation. If the defendant supplies a social security number that does not correspond with the one provided on the arrest citation, record the additional alternate SSN from the citation on the "alias" field which is located toward the bottom of the screen.

Driver's License Number (DLN): Most defendants do not know this; however, it can often be found on or documented from the arrest citation or on the DOT Record.

Name: Obtain the defendant's last, first, middle, maiden and/or any other married names. Ask the defendant for the correct spelling of his or her name. If the defendant is called by any other name, such as a nickname, Jr. I, II, etc., this information can be recorded in the "Alias Information" field.

Date of Birth (DOB): Ask the defendant for his or her "Date of Birth." If the defendant's DOB differs from the one listed on the citation, record the alternate DOB in the "Alias information" field.

Address: Obtain the defendant's current physical address. Type "homeless" in place of a physical address if this applies to the defendant.

Text Number: Confirm if the defendant can receive text messages and ask permission to contact the defendant via text messaging. If the defendant does not consent to receive text messages or does not have a texting phone, additional contact numbers may be documented on the Address Information Screen. Defendants may receive duplicate court reminder texts if different texting numbers are entered into pending cases. It is important to update _all_ a defendant's _pending cases_ in PRIM with the current texting number.

Gender: Ask the defendant his or her gender and indicate whether the defendant is male or female.

Race: Ask the defendant his or her race and indicate the race that the defendant provides.

Marital status: Ask the defendant if he or she is single, married, separated, divorced or widowed.

Email address: Ask the defendant for his or her email address.

Education level: Ask the defendant his or her highest level of education.

Ethnicity: Ask the defendant if s/he consider themselves to be Hispanic or Non-Hispanic.

Dependents: Ask the defendant how many dependents s/he has.

Limited English Proficiency: If the defendant has Limited English Proficiency (LEP), select the appropriate language from the drop-down box. The services of a KCOJ certified interpreter or the Language Line must be utilized in order to complete the interview and investigation. See OPM for further instruction on notifying the court.

Current/Prior Military; Veteran; Have you been in combat: If the defendant answers yes, mark the box associated with the question. If any of the three boxes are checked, a pop-up screen will display asking if the defendant gives permission to electronically submit his/her information to the VA for services. It is imperative to have the defendant's permission before selecting yes. The defendant may be concerned that a 'yes' response will impact benefits. This is not the case during the pretrial phase. Inform the defendant of the VJO's (Veteran Justice Outreach) role, which is advocacy, assessing needs and/or enrolling those not enrolled. The only time VA benefits can be impacted is when a defendant is found guilty of a felony and spends 60+ days in jail. If the defendant responds 'yes' and allows information to be shared with VA, it will be automatically sent to the VA, electronically, and cannot be retrieved. If the defendant does not want any information sent to the VA for consideration of services, select 'no' on the popup screen.

Obtain and enter the following information from jail or criminal history records:

History Key: Enter the FBI number provided by the jail (it is important that this number is given to you by the jail).

Jail ID Number: The "Jail ID Number" field may be used to enter an identification number assigned to the defendant by the jail. Refer to local OPM.

Probation or Parole: Record whether or not the defendant is on Probation or Parole

Unsupervised Probation or Parole: Record if the defendant is on Unsupervised Probation or Parole.

Supervised Probation or Parole: Record if the defendant is on Supervised Probation or Parole. This must be verified through KOOL (Kentucky Online Offender Lookup –kool.corrections.ky.gov)

Requires Sign Language: Check this box if the defendant is hearing impaired and will require a sign language interpreter for court proceedings. Complete the language assessment and request an interpreter online.

Conditionally Discharged Time: Check this box if the defendant currently has a sentence of jail or prison that has been conditionally discharged.

Alias: Click "Add" under the "Alias Information" box.

Memo: The function of the memo is to report information that cannot otherwise be documented in PRIM. Personal observations or comments are not appropriate and should not be entered in this field.

Judges, trial commissioners, and defense attorneys have access to this information.

Address: The function of the address is to record additional contact information for the defendant or alternate addresses. If the defendant states that s/he does not have a residence, select "yes" on the "is homeless" field to indicate that the defendant is homeless.

An alternate address must be obtained for defendants charged with domestic violence if the defendant resides with the alleged victim. If the defendant and the alleged victim do not reside in the same residence, this must be documented in the memo field screen. If the defendant is not willing to provide an alternate address enter "declined" under "alternate address."

ALCOHOL/SUBSTANCE ABUSE SCREENING
Each defendant interviewed shall be asked "do you feel that you have a substance abuse problem?"

RECOMMENDATION INFORMATION SCREEN:
Once the interview/investigation is completed, staff will be directed to the "Recommendation Information screen." Enter your recommendation based on the following criteria:

a. **Low risk defendants:** Release ROR/USB per statute unless charge is a Class A felony offense or Class B violent/sexual offense. Recommendations are not made on these cases.

b. **Moderate risk defendants:** Release ROR/USB per statute, unless the charge is a Class C felony or higher or involves alleged physical injury or is sexual in nature. When this is the case the pretrial officer has the discretion to recommend supervision. No recommendations are made on class A felony offenses or class B violent/sexual offenses. **c. High risk defendants:** May recommend release with supervision unless defendant is charged with a class A felony or class B violent/sexual offense. Recommendations are not made on these cases.

The AOC-350 form contains two conditions that are placed on all defendants, "make all court appearances" and "no new offenses." In the case of violent charges, the condition of "no contact with victim" should be added to recommendations.

INTERVIEW CONFIRMATION SCREEN: When the interview confirmation screen appears, click "finish."

INTERVIEW INFORMATION SCREEN
Cases on this screen that appear in "red" indicate the defendant is still in custody.

Holder: If holder box is selected "yes," access to a drop-down box will be given to choose the appropriate option. The options are in order of relevance. Choose the first one that applies, regardless of multiple holders. This box is to document holders for the detention of a defendant. (i.e. non-payment of fines, probation/parole holders, serving time) No Immigration (ICE) detainers are to be documented in this box. Once the holder has been resolved or defendant released, the holder needs to be removed.

SUPERVISION QUESTIONAIRRE

Each defendant shall have the supervision questionnaire completed.

1. 24-hour Rule Violation: Check the non-compliant box on the Case List Screen if the 24-hour rule is violated and

choose the reason:

- Circuit Call Schedule – Circuit Judge unavailable.

- District Call Schedule – District Judge unavailable.

- Inaccessible – staff were unable to obtain or were not provided with the arrest documents.
- Pretrial—Pretrial Services did not follow proper procedure.

3. Case information detail   (found by clicking on Case List on Interview Information Screen)
Each case number shall be entered independently with the corresponding charges for each case. • **Attorney—**
Enter the name of the defendant's attorney in this box. Optional per local protocol.

- **Judge—** Enter the name of the judge who will be/is assigned the case.

- **24-Hour Rule Non-Compliant:** displays files that are in violation of the 24-hour rule, have been marked District Call Schedule, Circuit Call Schedule, Inaccessible or Pretrial and do not have a release decision and time entered.

4. Supervisor Review
After a file is reviewed by a supervisor, the "supervisor review completed" box is checked. The date and supervisor's name will appear as documentation on the Interview Information screen that the file was reviewed.

AR Eligible: At a glance view of defendant's eligibility for administrative release (eligibility determined by Pretrial Officer upon review of charge and AR Eligible check box is clicked on initial case information screen)
FTA: At a glance view of defendant's FTA level
NCA: At a glance view of defendant's NCA level

Assessment: This portion of the Interview Information Screen provides Pretrial Officer with information relative to the status of the risk assessment and the Risk Assessment Specialist that is working on the file.

Reassess Reason: This allows an interview to be sent to the RA Queue to be reassessed. Use the drop down to choose the reason for the interview being place back into the RA Queue. Also, memo further information relative to the re-queue (for example, the option "Risk Assessment Error," should have a memo detailing the error). When placing the interview back into the RA Queue, you will need to place an updated due date/time. If the time entered is within the 2- or 3-hour-rule window, indicate in memo why.

THE AFFIDAVIT OF INDIGENCY (AOI)
Refer to local OPM and see AOI instructions in PRIM for completion. AOI's shall be offered to all defendants being held for other counties.

PRESENTATION TO THE COURT: Refer to local OPM for presentation process.

Documenting bail credit approval in PRIM: Bail credit approval is documented in PRIM on the presentation screen as indicated below;

(1) Judge approves bail credit: If the judge approves bail credit, click 'yes' under Bail Credit Approved.

(2) Judge denies bail credit: If the judge denies bail credit click "no" under Bail Credit Approved. Select   criminal history, potential violent offender, risk level or judicial discretion. (See the Pretrial Training and Resource Guide)
(3) Undetermined: If a judge releases a defendant before initial presentation, leave the bail credit at "undetermined." If the judge releases a defendant on ROR/USB, leave the bail credit at undetermined.

INTERVIEW PRESENTATION SCREEN
The Interview Presentation screen allows the judge's initial release decision to be entered as well as any subsequent bail reviews made by a judge.
Date: Indicate the date of the release decision.
Time: This is the exact time contact with the Judge was made. If release decisions are made on multiple defendants during the same presentation, the time entered would be the same for all defendants and correspond with the initial time presentation began. Because the system defaults to the current time the default time must be changed.
Judge: Use the drop-down menu to indicate the name of the judge or trial commissioner making the release decision. If the release is an administrative release, choose the "_Administrative Release by Pretrial Services," option.   Use "Bail Decision by District Court' if a defendant is indicted by the grand jury, was released from jail on the F case and was issued an indictment summons, court notice letter or notice to appear through his/her attorney

and no warrant was issued. When the circuit court reviews, add the CR decision to the case but do not remove "Bail Decision by District Court."

Bail Type: Use the drop-down menu to select the type of bail the judge ordered.

Bail Credit Approved: Check "yes" if the judge allows bail credit. If the judge denies bail credit, click "no" and document the reason. If the defendant is released before initial presentation or judge releases on a nonfinancial bail, leave as "undetermined."

Bond Amount: Indicate the amount of bail required by the court.

Credit Amount: Indicate the amount credited to the defendant's bail at the time of release based on the number of days or portion of a day spent in jail (one day, or portion of a day = $100)

Judicial Discretion: Select "yes" to open the memo box. Document reasons that the court gave for not releasing a defendant per statute, raising a defendant's bail above the maximum bail amount or denying bail credit on a defendant who is eligible for bail credit.

Conditions: This area provides "check-off" boxes for court ordered conditions. If a condition is ordered that is not listed, check the "other" box and document in the memo section what the condition is. **Memo:** This area is only to be used to document any other court ordered conditions not previously listed.

Associated Case Count: This feature allows documenting one event, court date or bail for all cases. If a judge sets a single type of bail or court date for multiple cases, document this by clicking each box next to the cases that are included in the bail type ordered.

DOCUMENTATION ON PRESENTATION SCREEN

The presentation screen in PRIM is used to document presentations to the judge either in person, over the phone, by text, by email or during court when the judges specifically addresses bail/bond. The only other time data is entered into the presentation screen is when a pre-set bond on a warrant is posted PRIOR to presentation or when releasing a defendant on AR per the Supreme Court order. Under no other circumstances should pre-set/pre-presentation bond amounts from warrants be entered on this screen. To document the pre-presentation bond amount, you may use the "bond on warrant" field on the case information screen.

The presentation screen is the method by which the official documentation from Pretrial Services of a judicial decision on pretrial release/bail or bond is generated. The document generated from the presentation screen is the release decision/order that is provided to the jail and to the clerk.

Jurisdictions where the Circuit or District judge does not accept presentation as required by our Rules of Administrative Procedure AP Part XIV, do not enter release decision data into the presentation screen until the judges reviews the bond in court or the defendant is released on the warrant bond amount. The "call schedule" code is entered to document a 24-hour violation if one occurs. The arrest warrant is the official document the jail needs to hold or release the defendant on a pre-set bond amount. The Pretrial Services generated release decision for PRIM is used to document a judicial decision made through Pretrial services after arrest or to document that a defendant was released on AR or on a pre-set bond prior to presentation to the judge.

For Administrative Release defendants, on the presentation screen enter the presentation time as the time the assessment has been returned and the defendant has been deemed eligible for AR.

Defendants released

1. Search the system by defendant's name, date of birth, social security number, or case number;

2. In the search results field, highlight and click on the correct file;

3. Enter the correct date and time of the actual release (date reflected by release papers/pink sheet);

4. On the Release Information Screen, click "release".

Defendants who are unable to make bail 1.
Enter the defendant's court date; and 2.
Follow in-custody procedures.

Release Decisions
The Pretrial Officer shall print release decisions and immediately provide copies to the following: a) the jail where the defendant is being held
          b) the Circuit Clerk of the charge county
The jail and clerk shall be provided a new release decision anytime the defendant's bail changes.

REPORTING FAILURES TO APPEAR
It is essential that FTAs are reported accurately for defendants released from jail. FTA rates provide a fundamental measurable outcome for the Pretrial Services field. Every pretrial program must monitor FTAs prior to disposition on all persons arrested and document FTAs in PRIM. Verify the FTA through KYCourts II Bench Warrant Report.

1. Run Bench warrant report in KY COURTS II (*Required DAILY search*)

Go to the KyCourts II main screen; select either "District" or "Circuit" for "Case Inquiry." Click Browse. This search will generate a list on the left-hand side of the screen. Scroll to the bottom of the list and select Warrants. For Bench Warrant type, enter "bench warrant."

- **Warrant Status:** Leave blank to search all warrants regardless of status.

- **Restricted Issue Date Range**: Enter beginning and ending search dates to search for bench warrants during a specific time frame.

- **Bench warrant v. FTA:** To determine whether the bench warrant is an FTA, select the case and then select "Case at a glance" and click "Go." Another option is to click "Get more information on" at the bottom of the screen and select "case." This will allow examination of the case to tell if it is a pretrial FTA. Click "party/summons/warrants/bail" and select "warrants."

- **Bench warrant report:** Bench warrants issued post-sentencing are not FTAs for Pretrial Services' purposes. If a sentence is present, click on it to view the disposition date (located in yellow on the top left-hand side of the screen). If the disposition date is before the warrant issue date, the FTA is not a pretrial FTA. This report is not an FTA report, but a bench warrant report. The report will show a list of active bench warrants that may include failure to pay fines warrants, contempt of court warrants, etc. Search the results from the report for FTAs.

- **Printing a report:** The report can be printed. Arrange the cases in alphabetical order by clicking the button for "acs" (ascending) or "desc" (descending) order (located on the bottom side of the display box). Click Print at the lower left-hand side of the screen. A parameters box will appear. Click "okay"; click on the print icon at the top to print the report.

2. **Documenting the FTA in PRIM:**   • Search PRIM for the correct defendant and case. If the case to be entered is a circuit case that has not been previously entered in PRIM, edit the original file and enter the circuit case including charges and bail information.

- Once the correct defendant and case is located, select the appropriate court date under "court list" on the "Interview Information" screen. This will open the court date details screen. (For supervision defendants, the court date should already be in PRIM-if not enter it)

- Select the court date type (district, circuit, family court, or grand jury) and then select the court date status of either:

  ○ FTA/Financial - if the defendant posted financial bail or posted cash with bail credit. (For defendants released on bail credit and in which any amount of money was posted)

  ○ FTA/Non-financial - if the defendant posted non-financial bail, was released entirely on bail credit (For defendants released on bail credit with no money posted) or was released under the 60-day

rule. This status applies if a defendant fails to appear while in custody. • Select from the following outcomes:

○ FTA/Summons active - a summons was issued for the FTA and the summons is active.

○ FTA/Summons served - a summons was issued for the FTA and has been served.

○ No action by court - the court took no action on the failure to appear.
○ Warrant Info. - a bench warrant was issued; enter the correct date and time that the warrant was issued under "Warrant Details." The date may be the same as the FTA or not depending on when the warrant is prepared by the clerk.

✦ If the warrant is currently active, select "Active" under Warrant Outcome.

✦ When the warrant is served or recalled, update the file under "Warrant Outcome" by selecting "served", "recalled" or "pretrial intervention" and enter the correct date and time (see below).

3. Contacting the defendant/Pretrial Intervention: Pretrial Services is required to contact all defendants who have an active warrant for failure to appear.

- Attempt to contact the defendant about the active warrant. Document all attempts to contact the defendant utilizing the memo box. An attempt to contact the defendant should be made by the Pretrial Officer once the failure to appear has been documented in PRIM.

- If the attempt to contact was successful, document the contact with the defendant in the memo box. Include the reason the defendant failed to appear, and that staff requested the defendant turn himself/herself in to the proper authorities. • If the defendant cannot be reached, contact any surety who may have signed the release. Attempt to obtain another number where the defendant can be reached or where a message can be left for the defendant to contact the Pretrial Office. Document all attempts to contact the defendant or any contact with third parties in the memo section.

- If no contact is made, attempt again within a week, and again at the end of the month. To increase the likelihood of reaching the defendant, attempts to contact via telephone should be made both during the day and evening hours.

- If the warrant is served and the memo section reflects the defendant was contacted or an attempt to contact was made, update the "warrant outcome" by selecting "pretrial

intervention." If there is nothing noted in the memo section reflecting contact was made or an

attempt to contact was made, update the "warrant outcome" by selecting "served" and enter the correct date and time.

- If the warrant is recalled and the memo section reflects the defendant was contacted or an attempt to contact was made, update the "warrant outcome" by selecting "pretrial intervention." If there is nothing noted in the memo section reflecting contact was made or an attempt to contact was made, update the "warrant outcome" by selecting "recalled" and enter the correct date and time.

Alternative Release

On the Case Information Detail Screen, find "Alternative Release" box. There are two options within this box. PRIM will automatically default to "none" unless the second option has been selected. The second option will provide additional selections in a drop-down menu.

Disposed Prior to Release: select when an in-custody defendant's case has been disposed of; enter the date and time of disposition.

Transferred to Another Secure Facility: select when a defendant has been transferred out of the local county jail to another secure facility (such as KCPC, penitentiary, etc.). Add documentation in the memo box to record where the defendant has been transferred. If the defendant returns to the jail, update PRIM to reflect this by selecting "none" in the Alternative Releases box.

Indicted by Grand Jury: select *only* when a defendant, who is still in custody, has been indicted by the grand jury. This will remove the district court case from the in-custody report.

Escaped: select when an in-custody defendant has escaped from custody while the case is still pending.

Released in Error: select when a defendant has been released by mistake. Add documentation in the memo box to record the details of the mistaken release.

24 hour reviews: Refer to local OPM regarding how to conduct a 24-hour review. Document as follows:

- Add an event type of "24-hour review." The status defaults to "completed" and outcome defaults to "judicial decision entered."

- If there is a change in bail, a second entry documenting the judicial decision must be recorded in the Presentation Screen and a new release decision distributed to the holding county jail and charge county Circuit Clerk's Office.
  If there is no change in bail but a different judge reviewed the decision, make an entry of the judicial decision on the Presentation Screen • If the bail remains the same, document in the memo of the event.

Probable cause review: Refer to local OPM regarding how to conduct a PCR. Document as follows: • Enter an event with type "probable cause review," status "completed," outcome either "probable cause found" (judge stated probable cause was found) or "probable cause not found/Def released" (judge did not find

probable cause and ordered the defendant to be released). • If the defendant is released due to no probable cause found, enter the bail type "no probable cause" on the presentation screen and release the defendant from the system.

Updating court dates: Court dates must be entered for all in custody defendants and all active MCR defendants. This shall be the responsibility of the holding county Pretrial Officer. Entering New Court Dates:

- Identify the defendant whose court date is to be documented.

- Double click on the field for the pending court date and click the status drop down box.
- Select the appropriate status: completed or rescheduled and click the "Save" button on the bottom right hand of the window.

- Once returned to the Interview Information screen, click the "Save" button on the bottom right hand of the window.

Modifying Existing Court Dates: Note-You can limit the search for MCR defendants by clicking "Active MCR" yes.

- On the court tab, enter type as "all," status as "pending," leave "from" date blank and enter "to" date as the current date.

- Highlight and click on the defendant's file, which will open the Interview Information Screen.

- In the Court Criteria section, double click on the pending court date and modify the status of the event by selecting the appropriate status from the drop down box (completed or rescheduled). • If the case was not disposed of on this date, enter the next scheduled court date.   **Grand jury:** See local protocol

- Pending - awaiting action of the grand jury.

  - Indicted - indictment handed down by the grand jury for action in circuit court. The case will be given a Circuit Court (CR) case number. For those either in custody or released, modify PRIM by creating a new case to the case list and update with the CR case number and charges listed on the indictment. Enter the new circuit court date. The non-pretrial release of "indicted by grand jury" should only be used on the District (F) cases of defendants who are still in-custody.

  - No Indictment - the case was reviewed by the grand jury and no indictment was returned, no true bill was issued, or the case was remanded to district court. If the case was remanded back to district court, enter the new district court date.

IN-CUSTODY POPULATION MAINTENANCE

Upon notification of a defendant's release (i.e. receipt of pink slip or other jail notification process), release the defendant as follows:

- Run a search by using either the person criteria, court criteria, or interview criteria.

- When the defendant is located, click on the defendant to bring up the interview information screen.

- On the interview information screen, click "release" on the left side.

- If applicable check the appropriate boxes on the left hand side of the release screen.

- Enter the exact date and time of release from the jail staff.

Verifying in-custody population:

To run the report, click on reports on the top left toolbar and choose "In-custody". A pop-up box will appear that will give the following options: "By Holding County," "Charge County," "By Judge," "By Attorney," or "Court Date Range". Run the report by holding and charge county to verify that all defendants on the report are, in fact, in custody. It is the holding county's responsibility to maintain the in-custody report.

Defendants whose cases are disposed of while still in-custody

For defendants who remain in-custody until either they are sentenced or the case is dismissed or acquitted, the following process will remove the defendant from both the in-custody report and the Event Detail Report.

-
-
  Locate the name of the defendant by conducting a search.

- Highlight the correct defendant's name and double click.
  Highlight the correct case in the case list and double click to open.

- In the Non-Pretrial Release section, click on the second button to allow selection from the drop down menu.

- Select "Disposed Prior to Release" and enter the date and time of disposition (usually the date and time the defendant was ordered to appear in court).

- Click "Save".

- Delete any future court dates and/or future events and click "Save" on the Interview Information Screen.

DOCUMENTING EVENTS

- Event Date: Enter the date and time the event occurred or is scheduled to occur.
  County: Enter the county in which the event occurred or is scheduled to occur.   The event county may not always be the same as the charge county.

- Memo: This field is used for case notes and any additional information related to the event. The last memo entered can be previewed in the event list on the Interview Information screen.   Type, Status and Outcome: Enter appropriate type, status and outcome

SPECIAL PROCESS FOR HANDLING INDICTMENTS

For defendants who are arrested and released on bail on a District Court F case and given a summons or court notice to appear;

- Locate original F case in PRIM

- Click "edit"

- On case list, add the CR (circuit) case number. The CR case number should be entered no later than two business after arraignment.

-
-
- On the charge list, add the charges

- Enter the arrest and booking date as the date of the indictment

  On the release decision, use the bail amount previously posted on the F case

- Enter the bail date and time as one minute later than booking (in this case, booking is indictment date) • Release

- Document summons was served a summons and that the District bail was applied in the memo of the release screen in the "other" category of the release decision.

  LINK the CR case that was just added.

NOTE: This process does not apply to defendant served with a summons on a direct indictment unless there is a bail required at arraignment.

For defendants who have not been released from custody and served a circuit court (CR) indictment warrant for original F case;

- Locate original F case in PRIM

- Select "alternate release, " "indicted by grand jury"

- Add the CR number on case list.

- Enter the arrest and booking date of the indictment

- Add charges to charge list

- LINK the CR case that was just added

- Presentation will be necessary based on local practice.

For defendants who are in custody that are indicted without a warrant (i.e. summons, court notice); • Locate original F case in PRIM

- Click "edit"

- On case list, add the CR (circuit) case number

- On the charge list, add the charges

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- Enter the arrest and booking date as the date of the indictment

- Based on local practice, a presentation may be required to confirm if District court bail may be applied or if a new bail is wanted by the Circuit judge (check OPM for process)

- On the release decision, use the bail amount currently on F case or the new bail amount determined by Circuit Court after presentation (check OPM for process)

  Enter the bail date and time as one minute later than booking (in this case, booking is indictment date) only if using the current F bail. If entering a new Circuit bail, use the current date.

- LINK the CR case that was just added.

SEARCHES

PRIM allows any possible combination of searches of fields throughout all five tabs. The five different tabs are: Person, Interview, Case, Court, and Event. It is very important to select "clear" before conducting a search since staff cannot view all the search screens at one time. Some, but not all, examples are as follows

1) **PERSON TAB:** Allows searches using Person Criteria such as last name, first name, date of birth, social security number or alias.

2) **INTERVIEW TAB:**

- **Holding County:** Allows selecting the county in which the defendant is held in jail.

- **RA Status:** Contains the searches for "interview pending," "RA pending," "RA locked," and "RA completed."

- **Interview Pending –** the interview is not complete and has not been sent to the RA Queue

- **RA Pending –** the interview is in the RA Queue awaiting completion

- **RA Locked –** the risk assessment is locked by an assessor and is in progress

- **RA Completed –** the risk assessment is complete ✦

- **Presentation Status:** Contains the searches for "to be presented," "needs 24-hour review," and "bail credit time expired." Make sure that the charge county is accurate, and the holding county is "statewide. 24-hour review with the court shall be the responsibility of the charge county.

✦ **To be presented**: displays files that have yet to be presented to a judge or trial commissioner for a release decision. If "circuit call schedule" has been selected as a reason for a 24- hour rule violation on the Interview Information screen, these files will not show in results of the "to be presented" search. To find these files refer to either the in-custody report or the "24hour noncompliant" search on the case screen. Determine locally which method best fit the needs of your program and list in the OPM.

✦ **Needs 24-hour review:** displays files that have not had a 24-hour review event entered. Make sure the charge county is accurate and the holding county is "statewide."

✦ **Bail Credit Time Expired:** displays files which bail credit has been granted by the court, time has expired, making them eligible for release.

✦ **FTA Level:** sorts interviews by low, moderate and high

✦ **NCA Level:** sorts interviews by low, moderate and high

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- **Interview ID:** This field allows searches by the Interview ID number.
- **"From" and "To" Interview Date:** Searches for files on a specific date or in a specific date range. The 'from' field is the beginning date of the desired date range to be searched. The 'to' field is the ending date of the desired date range to be searched.
- **Non-Financial Release:** Files in which the defendant was released on ROR, unsecured, surety, probable cause, 60 day rule or full bail credit, can be searched by selecting "Yes," "No," or "either".

- **Active MCR**: This search will display defendants who are actively on Pretrial Supervision (MCR). The results are based on the entry of the event type "MCR accepted" with status of "PT-60 signed" and no event of "released from MCR"

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   Probable Cause Reviewed: This search will display files in which the event type "Probable Cause Review" was entered.

- **Posted Sched/Preset Bond**: This search will display files when a defendant posted bail prior to being interviewed. The results are from "posted bond prior to interview" being selected on the Permission to Interview Screen.
- **Declined Interview:** This search will display files for defendants who have "declined to be interviewed." The results are from "declined to be interviewed" being selected on the Permission to Interview Screen.

- **Acceptance Not known:** This search will display files that interview status has not been chosen.

- **In-**Patient Treatment: This search does not work.

- **Assess/Pending on Arrest:** This search will display files with "yes" on the risk assessment regarding whether the defendant was arrested on a new offense while a case is pending.

- **In Custody:** This search will display files for defendants who are in custody. These results are those in which a defendant has not been released from the Release Screen.

3) CASE TAB:

- **Charge County:** Used to search for files under a specific charge county. The charge county is defined as the county in which the offense was committed.

- **Case Number:** Used to search by case number.

- **Citation Number:** Used to search by citation number.
- **SB4:** Refer to local OPM. Displays files that meet the criteria for PSAP

- **"From" and "To" Arrest Date:** Used to search for a specific date range by arrest date.
- **Bail Type:** Used to search bail types.

- **Link Option Type:** Used to search by the five link options.

- **Alternative Release Type:** Used to search by the five non-pretrial release types.

- **Bail Credit Approved:** Click "yes" to display files in which bail credit was approved.

- **Bail Credit Applied:** Click "yes" to display files in which bail credit was applied.

- **PTS-Administrative Release:** Used to display files released on the administrative release program.

- **24-hour non-compliant:** Returns files that do have a release decision 24 hours from the booking date.

4) COURT TAB:
- **"From" and "To" Date:** Used to search a date or range of dates for court date entries.

- **Court County:** Used to search by the county in which the defendant is attending court.
Active Warrant: Clicking "yes" will display files in which there is an active warrant for failure to appear. The data is pulled from the warrant information section on the Court Date Detail Screen.

- **Type:** Used to search by court type- Circuit, District, Family, Grand Jury.

- **Status:** Used to search by status

- **Outcome:** Used to search by outcome

5) EVENT TAB:

- **"From" and "To" Date:** Used to search a date or range of dates for event date entries.

- **Event County:** Used to search by the county in which the event was entered.

- **Type:** Used to search by event type.
- **Status:** Used to search by status

- **Outcome:** Used to search by outcome.

- **Deferred Prosecution Accepted:** Click "yes" to search for those files with the event type "deferred prosecution accepted" entered.

- **Supervision Level**: Used to search by supervision level.

- **Condition of Release**: Used to search by condition of release.

Supervisor Review: Check this box to search for files that have not been reviewed by a supervisor.

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    EXPUNGMENTS
    When an expungment order is received from the Central Office or the clerk, locate the particular case in PRIM. On the Case Information Screen, click "expunge" in the lower left hand corner.

    ## Maintenance and Reports
    Below is a brief description of all reports.

    a. Maintenance:

    (1)   24-Hour Rule Violation: Will display cases that have not been presented within 24 hours.

    (2) MCR w/NO FUTURE EVENT: Will display a list of active MCR defendants who do not have any future events or court dates.   **b. Reports:**

    (1)   In-custody report: It lists all defendants in custody by the holding county, charge county, judge, attorney or court date range.

(2)   User Manual: Will display the Pretrial Training Manual and Technical Guide. The search function in the PDF document allows searches in the manual for key words.

(3) User Manual Appendix: Refer to SharePoint for information that may be located here. This option under reports will be removed eventually

(4) MCR statistics: This is a report link that will point the user to an SSRS report which will open in a browser window.

c. Pretrial Services Report and History Report

(1)   Pretrial Services Report: This report can be printed and contains information entered in PRIM. Additionally, "probabilities" that indicate the appearance rate and the public safety rate for the defendant will print on the report to be shared with the court.

(2)   Pretrial Services History Report: This report can printed and contains information entered in PRIM including all events. This report can be helpful if subpoenaed to testify in a MCR case.